

**Davis School District**  
**School-To-Careers**  
**Work-Based Learning**

**STUDENT INTERNSHIP SKILLS LIST**  
**Job Title: Accounts & Customer Relations**

Student Name: \_\_\_\_\_ Business: **Menlove Dodge Toyota**

**Transferable Job Skills:** *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

**Specific Job Skills:** *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Answer phones		
Attend planning meeting		
Deliver a car		
Enter in a database		
Explain manuals		
Fax machine		
File		
Make copies		
Past due accounts		
Print a sales document		
Proofread a document		
Schedule a meeting		
Scheduling		
Take phone messages		
Take minutes/notes for a meeting		
Work graphics software		
Write a letter		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

